Functions and Responsibilities: (C)

a. Security Records Division

1. Maintain and keep current the check of IBM cards on all employees which have been furnished by the Office of Personnel. These cards are listed in alphabetical order by year of EOD.

2. Forward to the Clearance Branch on a periodic basis employee files which expire on the due date.

3. Record on the IBM card or Control card final security action and place card under appropriate year for reinvestigation again.

b. Clearance Branch, Personnel Security Division

1. Review employee file to determine course of action to be taken.

2. Interview employee explaining purpose of the investigation, determine any cover and personal problems and secure abbreviated personal history statement. Advise employee if polygraph interview is required under current polygraph procedures. If review of security file indicates no investigation required at this time, employee be advised.

3. Schedule employee case for re-investigation with SSD setting forth the investigative requirements.

4. Forward to IRD employee file for polygraph interview when required, if no investigation is needed.

5. Appraise results of investigation and if no problems were developed, place a certification in file indicating coverage and date completed. Final security action is recorded in SRD.

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